Overview of International Payment Orders (IPO’s)

AP Invoice Entry > Invoice Batches

Enter the batch name using the standard naming convention

Click on Invoices

Leave type as Standard

Matching to a PO? Complete the PO number field and supplier details will populate. Complete remaining information e.g. invoice number, amounts, tax information, description.

Not matching to a PO? Enter the Invoice details e.g. supplier details, invoice number, amounts, tax information, description.

Scroll to the right and amend the pay group to Transfers F

Matching to a PO?
1. Click on Match
2. The PO number appears in the Find Purchase Order window. If it doesn’t, enter it manually into the Number field
3. Click on Find
4. Tick the Match box for each line you wish to match.
5. If necessary, overtype the Qty and Unit Price fields to reflect what appears on the invoice
6. Click the Match button and ensure you are on the Lines tab

Not matching to a PO?

Lines Tab
Enter the net amount of the item/s, tax type and the relevant tax code/s to a departmental account or grant.

Click Calculate Tax, validate invoice and check holds.